

State of California
DUTY STATEMENT



California Department of
State Hospitals

SH3002 (Rev. 02/2020)

RPA Control No.#	C&P Analyst Approval FA	Date 2/8/2022
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Employee Name		Division Department of State Hospitals-Metropolitan		
Position No / Agency-Unit-Class-Serial 487-480-2273-002		Unit Enhancement Services – Education Department		
Class Title Teacher, Learning Handicapped		Location Enhancement Services		
SUBJECT TO CONFLICT OF INTEREST <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CBID R03	WORK WEEK GROUP SE	PAY DIFFERENTIAL	OTHER Monday-Friday 0700 - 1530

BRIEFLY (1 or 2 Sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, by leading innovation and excellence across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with others as a member of a team, contribute to team efforts, maximize the strengths of team members, promote effective group interactions, and take personal responsibility for accomplishing job specific and department goals. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

Under the general direction of the Program Director and direct supervision of the Education Services Program Assistant, the Teacher, State Hospitals (Learning Handicapped, Mentally Disabled) will assist patients of state hospitals to prepare to become productive and contributing members of society by training them in physical, social, intellectual, and vocational functioning; apply Trauma Informed Care principles fostering a learning environment; provide both individual and group instruction; participate as a member of an interdisciplinary treatment team; and play an integral role in the total rehabilitation process as well as teaching the skills which will enable the patient to seek educational opportunities.

% OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)
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ESSENTIAL FUNCTIONS

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| 40% | <ul style="list-style-type: none"> • Plan, assign, and supervise the work of patients enrolled in the Special Education Program and Adult Basic Education (ABE) Program. • Prepares courses of study and daily lesson plans. • Conduct review of newly admitted patients for academic needs. • Identifies, locates and serves all penal code and LPS patients 22 years of age and under residing at DSH-Metro who are eligible for special education and related services to ensure compliance. • Conduct periodic testing on classroom subjects. • Works with students in the classroom setting. • Maintain classroom structure, ensuring accountability and a classroom environment that is conducive toward teaching and learning. • Provide timely, meaningful feedback and counseling to students regarding progress in the instructional program. |
| 30% | <ul style="list-style-type: none"> • Participates in the development and continuing revision of curriculum. • Maintains patients' schoolwork portfolios, records, and files. • Assists with the High School Equivalency Program. • Participate in program evaluation of services according to Quality and Performance Improvement standards. • Develops Individual Education Program/Plan (IEP) for eligible patients. |

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| | <ul style="list-style-type: none"> • Follows the Whittier Union High School District course outlines for high school credits in an IEP certificate of completion or graduation plan. • Attends IEP meetings, performs academic assessments of IEPs, and completes IEP quarterly notes. • Evaluates high school transcripts for IEP patients entering school program. • Completes WARMSS Progress Notes and other required documentation. • Provides daily special education attendance to Enhancement support staff. • Helps patients set and meet educational needs and goals. • Makes recommendations based on the patients' needs to the appropriate service. |
| 20% | <ul style="list-style-type: none"> • Participates in group-oriented treatment programs and extracurricular programs if deemed appropriate and necessary. • Works with Vocational Education Services and/or Unit Treatment Teams in education, vocational, psychiatric, and casework areas as needed. • Provides information of an educational nature to help other members of the teams to better determine each patient's treatment needs. • Monitor hospital admission and discharge notices • Attends Education, Vocational Services, Program, and Facility meetings as scheduled. |

MARGINAL FUNCTIONS

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| 5% | <ul style="list-style-type: none"> • Attends required educational and hospital mandatory trainings to continue educational development. • Participates in Search and Seizure. • Maintains and orders equipment and supplies used or consumed as part of the educational process. |
| 5% | <ul style="list-style-type: none"> • All other duties and special projects as assigned consistent with this classification |

SUPERVISION RECEIVED

Under the direct supervision of the Education Services Program Assistant.

SUPERVISION EXERCISED

The Teacher will give directions to Teaching Assistants, Nursing Staff or Volunteers assigned to their classrooms.

KNOWLEDGE AND ABILITIES

Knowledge Of: Specific for the population of learning handicapped and mentally disabled, principles and methods of teaching; principles of educational psychology as applied to their teaching; current trends in educational methods; remedial teaching techniques and adapting instruction to student deficiencies; and emotional problems of students at State Hospitals.

Ability To: Provide leadership and motivation to instructional students, teach and supervise these patients; work effectively with other disciplines; gain the interest, respect, and cooperation of students; develop socially acceptable attitudes in students; communicate effectively; and analyze situations accurately and take effective action.

REQUIRED COMPETENCIES**PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion, and have direct patient contact.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. Employees are responsible for reporting to work with a properly charged PDAS tag and wearing the tag on an approved triple breakaway neck lanyard or on an approved belt grimloc.

CULTURAL AWARENESS

Demonstrates awareness of a variety of multicultural issues in the workplace, including trauma informed care, LGBTQI, social inequalities and sensitivities which enables the employee to work effectively.

CPR

Maintains current certification

SITE SPECIFIC COMPETENCIES

- Ability to perform analytical work; practical application of administrative principles; maintain daily documentation; provide reports to direct supervisor, and others as needed; work independently; and demonstrate knowledge of hospital policies and procedures including Trauma Informed Care, allowable vs contraband items, the IIPP and workman's compensation for vocational patient workers, and other relevant competencies.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- Applies and demonstrate knowledge beyond basic use of Microsoft Word, Excel, Outlook, PowerPoint, DSH-M Intranet, WaRMSS, SharePoint, and other data bases.
- Familiarity with the process and requirements of completing DSH-M treatment rosters and Adult Basic Education (ABE) rosters
- Understanding of proctoring and data collection requirements for the Comprehensive Adult

Student Assessment System (CASAS)

LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess one of the following California credentials:
 1. Education Specialist Instruction Credential: Learning Handicapped, Mild/Moderate, or Moderate/Severe
 2. General Special Secondary for Handicapped Children
 3. Educationally Handicapped

TRAINING - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

THERAPEUTIC STRATEGIC INTERVENTION (TSI)

All employees share in the responsibility to provide a safe and therapeutic milieu for patients served. Employees who participate in the development and delivery of a patient's treatment services either on residential or off-unit treatment sites shall apply and demonstrate correct therapeutic strategies and interventions including non-physical verbal interventions, physical demonstration of self-protection techniques, physical stabilization and restraints. TSI training is required during new employee orientation and hospital annual update.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PIH) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance.
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain

confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Valerie B. Mottet P.A.
Supervisor's Signature

1/3/2023
Date